

SOLICITATION NO.: 611-2014-04
ISSUANCE DATE: MAY 20, 2014
CLOSING DATE: JUNE 18, 2014

SUBJECT: **SOLICITATION # 611-2014-04**
U.S. PERSONAL SERVICE CONTRACTOR
SENIOR CARE AND SUPPORT ADVISOR – ZAMBIA

The United States Government, represented by the United States Agency for International Development/Zambia (USAID/Zambia), is seeking applications from qualified U.S. citizens interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submissions shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Senior Care and Support Advisor position will be located in Lusaka, Zambia.

All applications should be submitted to: USAID/Executive Office, via email to: EXOZAMBIAHR@usaid.gov by close of business on June 18, 2014, 17:00 hours, Lusaka time. Email applications required. Title of the email MUST read (exactly): “Application: USPSC Senior Care and Support Advisor, 611-2014-04”. All applications must be in PDF format, sent as a single attachment.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/Zambia anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Shelby Patrick Hunt
Executive Officer

**SENIOR CARE AND SUPPORT ADVISOR POSITION
U.S. MISSION TO ZAMBIA**

SUBJECT: Senior Care and Support Advisor Position

SOLICITATION NUMBER: 611-2014-04

ISSUANCE DATE: May 20, 2014

CLOSING DATE/TIME: June 18, 2014

POSITION TITLE: Senior Care and Support Advisor

MARKET VALUE: Equivalent to GS-14 salary. The annual salary range is US\$85,544.00 - \$111,203.00. Final compensation based on individual's salary history, work experience and educational background. **Salaries above the GS-14 level will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: Two (2) years.

DIRECT SUPERVISOR: HIV/AIDS Multisectoral Team Leader, Lusaka, Zambia

PLACE OF PERFORMANCE: Lusaka, Zambia

SECURITY ACCESS: Secret

POSITION DESCRIPTION:

I. LOCATION AND BASIC FUNCTION OF THE POSITION

USAID/Zambia has an opening for a Senior Care and Support Advisor position to be based in Lusaka, Zambia. The Senior Care and Support Advisor will provide technical expertise to USAID/Zambia and other key stakeholders in HIV-related palliative care, home-based care, and nutrition for adults, adolescents, children, and infants infected and affected by HIV and AIDS as well as orphans and vulnerable children. S/he serves as the primary USAID technical advisor of USAID/Zambia's Care and Support portfolio and will administer USAID/Zambia's Care and Support program of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent will provide high-level, programmatic assistance and support for the Care and Support portfolio totaling approximately \$35 million annually, of which 75% is in the orphans and vulnerable children (OVC) portfolio. In addition to coordinating with other offices in the mission, the Senior Care and Support Advisor works closely with other USG agencies (e.g., Centers for Disease Control, State Department, Peace Corps, and Department of Defense), development partners, and relevant ministries. S/he will represent the agency on Care and Support issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors. Furthermore, the Senior Care and Support Advisor will assist the Team Leader in managing the team, including supervising approximately three positions.

II. STATEMENT OF WORK:

A. BACKGROUND ON USAID/Zambia HIV/AIDS MULTISECTORAL PROGRAM

USAID/Zambia has integrated HIV/AIDS activities throughout the mission. Within this context, the HIV/AIDS Multisectoral Team serves as a connector of HIV/AIDS issues with other sectors, including health, education, agriculture, and economic growth. Specifically, the HIV/AIDS Multisectoral office is responsible for: 1) monitoring, evaluating, and reporting on HIV/AIDS activities for the mission; 2) providing technical assistance in HIV/AIDS for all offices within USAID/Zambia; 3) managing cross-cutting programs, such as gender-based violence and private sector partnerships. The HIV/AIDS Multisectoral office oversees USAID's PEPFAR portfolio of approximately \$170 million per year.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Strategic Planning, Designing and Budgeting (10%)

- Provide strategic technical advice on preparation of key planning and budgeting documents, such as the Country Development Cooperation Strategy, Project Appraisal Document, PEPFAR Country Operational Plan, Congressional Budget Justification, Congressional Notification, etc.
- Serve as a lead coordinator and technical expert in the strategic planning and design of Care and Support activities.
- Develop technically sound, cost-effective, practical, and innovative approaches for achieving Care and Support results within and beyond the health sector.
- Lead the budgeting process of the Care and Support portfolio.

- In the design of care and support programs, coordinate closely with senior and mid-level counterparts in the host country government ministries; other donors; international non-governmental organizations; civil society organizations; universities and research institutions; the private sector; and other USG agencies involved in providing Care and Support assistance in Zambia.

2. Staff Supervision and Mentoring (15%)

- Manages select professional staff, including but not limited to the Nutrition Advisor, Orphans and Vulnerable Children Advisor, and Youth Advisor, to ensure their performance meets or exceeds established performance standards.
- Conducts mid-term and annual performance reviews of supervisees in a timely manner.
- Leads and participates in recruitment processes.
- Provides mentoring to the team.

3. Technical Assistance and Activity Management (40%)

- Oversee and manage the care and support portfolio of approximately \$35 million per year.
- Serve as the lead technical advisor in Care and Support to mission staff, PEPFAR program, and USAID implementing partners.
- Build the capacity of the Zambian government (e.g., Ministry of Community Development, Mother and Child Health; National AIDS Council; Ministry of Gender and Child Development, Food and Nutrition Commission) and coordinate the multitude of players in the care and support field to ensure a coordinated response.
- Assist the government in the development of national care and support, including the OVC, policies and standards to ensure a minimum package of care is delivered.
- Provide technical advice and direction to grantees and contractors on management and implementation of grants, contracts and/or cooperative agreements to ensure consistency with PEPFAR policies and host country policies and regulations.
- Provide technical expertise on highly complex information of a comprehensive HIV prevention, care, support and treatment package, which includes: basic HIV facts, opportunistic infections, counseling and testing, treatment literacy, antiretroviral therapy and adherence, client identification, home-based care kits, pain management, orphans and vulnerable children, psychosocial support, referrals, education, nutrition, and economic strengthening.
- Conduct regular site visits and maintain frequent communication with implementing partners to ensure that partners have sound technical and financial work plans in place and implementation is proceeding in accordance with those plans.
- Together with the HIV/AIDS Multisectoral team, prepare the PEPFAR annual Country Operational Plan.
- Provide regular status reports on progress for all projects under his/her responsibility and prepare the Semi-Annual and Annual Program Results, and other reports that report on Care and Support issues.
- Analyze and provide feedback on Care and Support data and develop scopes of works for evaluations of Care and Support activities.

- Organize and/or participate in periodic Care and Support partner meetings to share progress and best practices in the Care and Support arena.
- Recommend and organize site visits for key high-level visitors as necessary.
- Maintain documentation that meets USG audit inspection standards.
- Maintain financial and expenditure spreadsheets and track all Care and Support expenditures to ensure compliance with PEPFAR guidelines.

4. Technical Representation (30%)

- Serve as USAID representative on matters pertaining to Care and Support at technical, policy and strategic planning meetings, including meetings with the Zambian government, cooperating partners, USG PEPFAR team, and international groups.
- Serve as a chair or member of the inter-agency PEPFAR Zambia Care and Support Technical Working Group (TWG) to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency Care and Support activities.
- Participate with other PEPFAR professionals on committees dealing with Care and Support issues, communicating needs and issues and ensuring implementation of best practices for Care and Support programs.

5. Other Duties (5%)

- Perform other duties as determined by the HIV/AIDS Multisectoral Team Leader.

C. MINIMUM QUALIFICATIONS

Education: The minimum educational requirement is a Masters in Public Health degree, development, or a healthcare-related discipline.

Experience:

- At least 10 years of relevant professional experience in planning, implementing, managing and evaluating HIV/AIDS Care and Support programs. Experience must demonstrate increasing levels of job responsibilities.
- At least three years of direct supervision experience.
- Demonstrated experience managing a complex program and/or large team.
- Demonstrated experience working with senior-level officials from host country governments on care and support issues.
- Experience working in developing countries.

Skills and Abilities:

- Communication skills: Must have excellent interpersonal skills and be able to work constructively in a team structure. Ideal candidate will have facilitation and conflict negotiation and resolution skills.
- Language skills: Fluent English speaking, reading and writing are required. Level IV English is required for both oral and written English. Language proficiency may be tested.

- Computer skills: Ability to use software programs, such as Microsoft Word, Excel, PowerPoint, and other computer applications.

D. PERIOD OF CONTRACT/DETAIL

Two years with optional two-year extension upon agreement of incumbent, the HIV/AIDS Multisectoral Team Leader and the USAID/Zambia Mission Director.

E. OTHER REQUIREMENTS

The selected applicant must be able to obtain a U.S. Government Secret security clearance and medical clearance.

III. SELECTION CRITERIA:

A. KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

The minimum qualification listed in section 4 above determines basic eligibility for the position. Applicants are required to address each KSA below describing specific and actual experience, education and training relevant to each factor. Each section is limited to 1,000 characters only, 12 point font, 1” margins, double spaced.

1. Describe your experience managing a complex HIV care and support project, highlighting leadership skills, coordination skills with diverse stakeholders, and high achievement of deliverables/results.
2. Provide specific examples of your oral communication skills and style, including your experience speaking at public events, negotiating with senior officials, and resolving conflict.
3. Describe your experience managing professional staff and establishing an effective office structure where employees meet deliverables in a fast-paced environment.

B. SELECTION FACTORS:

ABILITIES AND SKILLS (50 points)

- Excellent management, coordination, interpersonal and teamwork skills.
- Demonstrated judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.
- Strong quantitative and analytical skills.
- Strong verbal communication skills, including public speaking.
- Excellent writing skills.
- Experience in operating effectively in a multi-cultural environment.

WORK EXPERIENCE (30 points)

- At least 10 years of relevant professional experience in planning, implementing, managing and evaluating HIV/AIDS Care and Support programs. Experience must demonstrate increasing levels of job responsibilities.
- At least three years of direct supervision experience.
- Demonstrated experience managing a complex program and/or large team.
- Demonstrated experience working with senior-level officials from host country governments on care and support issues.
- Experience working in developing countries.

EDUCATION (20 points)

Applicants for this position are expected to hold at least a Masters in Public Health degree, development, or a healthcare-related discipline.

C. PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum educational and work experience requirements will not be scored. As part of the selection process, final candidates may be interviewed either in person or by telephone at the committee's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant. Only finalists will be contacted by the interview committee with respect to their applications. The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate).

IV. INSTRUCTIONS TO APPLICANTS:

All applications should be submitted to: USAID/Executive Office, via email to: EXOZAMBIAHR@usaid.gov by close of business on 18 June, 2014, 17:00 hours, Lusaka time. Email applications required. Subject of the email MUST read (exactly): "Application: Senior Care and Support Advisor, 611-2014-04". All applications must be in PDF format, sent as a single attachment. Applications must include the following:

- (i) A formal cover letter;
- (ii) A copy of the most current CV or resume, including:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. Any experience that does not include

dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Names and contact information (phone and email) of your current and/or previous supervisor(s).

(d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

(e) U.S. Citizenship.

(iii) Photocopies of all professional certifications and degrees;

(iv) A fully complete OF-612

(v) Three professional references, with email and phone contact information;

(vi) Fully completed KSAs, per section III.A of this solicitation.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Only the highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PERSONAL SERVICE CONTRACTS:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Form-612
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86)*
4. Finger Print Card (FD-258). *

* Forms 2 through 4 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) RELATING TO U.S. PERSONAL SERVICE CONTRACTS:

AAPDS/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website: <http://www.usaid.gov/work-usaid/aapds-cibs>

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS:

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR. For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003) https://acquisition.gov/far/current/html/52_200_206.html

V. BENEFITS & ALLOWANCES

The position is typically authorized the following compensation amenities:

A. BENEFITS

- (1) Employee's FICA contribution
- (2) Contribution towards health and life insurance
- (3) Pay Comparability Adjustment
- (4) Annual pay increase
- (5) Eligibility for Worker's Compensation
- (6) Annual and Sick Leave
- (7) Access to the U.S. Embassy medical facilities, pouch/DPO mail service

B. ALLOWANCES (if applicable)

- (1) Temporary Lodging Allowances (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Education Allowance (Section 270)
- (7) Education Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)

C. FEDERAL INCOME TAX

This position is not exempt from payment of U.S. Federal Income Tax under the foreign earned income exclusion.